

## **ADPICS RECEIVING DOCUMENT**

When the change order functionality was moved into production last spring, it was decided to change the receiver document type from '**RC**' to '**RG**.' Agency sign offs have now been received authorizing the change on the user's security record.

We will be changing the user's security record within the next few weeks. Once this has been completed, the Receiver Header Definition screen (PCHL3100) will default to document type '**RG**.'

For those agencies which have the receipt field on the Department Table screen (PCHL5970) set at '**RC**,' the Receiver Header Definition screen (PCHL3100) will default to '**RC**.' In this case, it may be necessary for the user to change the document type from '**RC**' to '**RG**' on the Receiver Header Definition screen (PCHL3100) once we have changed the user's security record.

Those departments which have a value in the receipt field on the Department Table screen (PCHL5970) have been notified by memo. They have been advised to either blank out the value on the Department Table screen (PCHL5970) or change the value to '**RG**.'

Once the user's security records have been changed, we will notify you with another Tip and Technique.

## **COMMODITY CODES**

The DMB Office of Purchasing is in the process of replacing Michigan-assigned commodity codes with codes assigned by Advanced Procurement Systems (APS), the vendor responsible for maintaining the NIGP commodity codes. This change will primarily affect codes at the 11-digit level. When this occurs, the original Michigan assigned number will be entered as an alternate name so that you may call up the new number by entering the old number in the commodity inquiry screen PCHL 1100 under "Commodity Name Field" (enter the number instead of the description). Eventually the old numbers will be removed from the system, although they will still appear in reports generated for the periods in which the numbers were in use.

Office of Purchasing is also undertaking a major effort to make the commodity codes more "user friendly." Complete descriptions will be entered for all commodities at the 7 and 11 digit level. The "search" descriptions will be redone with key words and the increased use of alternate names to improve the search capability. Any suggestions relative to key words or alternate names for specific commodities would be appreciated. Please call Lou LaFollette at 517-373-3708 or Cindy Fry at 517-373-3398.

Commodity code class 962, Miscellaneous Services, has had all the available numbers assigned at the 5-digit level. In order to make more room for the addition of new codes in this class, the Office of Purchasing will be moving some of the services which have been assigned codes in the 962 class to other classes which are appropriate for the type of service. For example: "Grant Award" 962-41 is being reassigned to Financial Services as 946-62 and "Permits" 962-12 is being given a financial transaction code FTR-21. Additional changes will be published in "Tips & Techniques." Remember, that when these changes occur, the old numbers will be entered as alternate names so that the new number can be located by typing in the old number in the commodity inquiry screen PCHL 1100.

A copy of the current list of commodity codes at the 5-digit level has been requested and will be distributed as soon as it is available. This list will be printed and distributed every six months.

Questions may be addressed to Lou LaFollette and Cindy Fry at the numbers listed above.